



His Majesty's Government
Ministry of Physical Planning and Works
Singhadurbar, Kathmandu, Nepal



Rural Water Supply and Sanitation Sectoral Strategic Action Plan 2004

(Unofficial Translation)

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**Rural Water Supply and Sanitation
Sectoral Strategic Action Plan 2004**

Acronyms

1. CBO : Community Based Organisation
2. DDC : District Development Committee
3. DWSS : Department of Water Supply and Sewerage
4. HIF : Hygiene Improvement Framework
5. HMG : His Majesty's Government
6. M & E : Monitoring and Evaluation
7. MLD : Ministry of Local Development
8. MOF : Minister of Finance
9. MOH : Minister of Health
10. MOPE : Ministry of Population and Environment
11. MPPW : Ministry of Physical Planning and Works
12. MWR : Ministry of Water Resources
13. NGO : Non-Governmental Organisation
14. NPC : National Planning Commission
15. PSO : Private Sector Organisation
16. SSG : Sectoral Stakeholder Group
17. UNICEF : United Nations Children's Fund
18. VDC : Village Development Committee
19. VMW : Village Maintenance Worker
20. WUSC : Water User and Sanitation Committee

1. Introduction

Sectoral Strategy (Rural Water Supply and Sanitation National Strategy 2004) and sectoral strategic action plan (Rural Water Supply and Sanitation Sectoral Strategic Action Plan 2004) have been prepared in Nepal on the basis of the cost estimate evaluation required for meeting the rural drinking water and sanitation services according to the targets set in the Tenth Plan (2002- 2007). The present overall economic situation of the country and the need to providing economic incentives to the rural water supply and sanitation services necessitates the formulation of such strategy and action plan.

On the basis of the sectoral experiences and keeping in view the available service delivery mechanisms, the sectoral strategic action plan proposes a supreme institutional mechanism, which clearly defines the need for reforms in the effective service delivery of rural water supply and sanitation services and facilities as well as the role of the major stakeholders involved in it. It also specifically addresses the involvement of women, effective mobilization of backward castes and ethnic groups and poverty reduction strategy. The major components of this Action Plan are:

- **Institutional and functional structure of the whole sector including policy formulation, drafting and implementation, operation, repair and maintenance as well as supervision and evaluation of the plan and budget.**

- Selection of the project area (site) and availability of drinking water and sanitation services.
- Suitable and cost-effective technological options.
- Increase in participation on the basis of gender, various races and backward ethnic communities.
- Changes in health, hygiene and sanitation behaviour.
- Financial aspects.
- Legal aspects and
- Environmental aspects.

This Action Plan has identified sustainable institutional structures (bases) for the supervision and evaluation of (its activities) through effecting co-ordination with the efforts of major sectoral stakeholders of water supply and sanitation areas. Such structures (bases) expand the role of non-governmental organisations (NGOs) and the private sector organisations (PSOs) for facilitating sectoral development efforts. Selection criteria for districts and projects have also been set (prepared and fixed). These criteria will guide His Majesty's Government (HMG) to provide limited means and resources to those, who really need such resources for formulating plans on the basis of the prioritization guidelines.

The present Action Plan is guided by the principles set by sectoral strategies. The aim of the Action Plan is to perform the following tasks:

- Link the function of rural water supply and sanitation service delivery with the decentralization strategy of the government.
- Reduce the difficulties caused by the duplication at the implementation level and eliminate the ineffectiveness resulting from the overlapping implementational accountability.
- Make optimum utilisation of all the available trained human resources.
- Make project site selection criteria reasonable.
- Ensure demand registration through full community participation and availability of water supply through joint- financial co-operation.
- Select suitable and cost- effective technologies, standardise the structures and to ensure high standard of quality control.
- Include existing old and obsolete (out of use) projects for rehabilitation as per necessity.
- Ensure effective operation, repair and maintenance of projects.

- Maximise benefits from health services.
- Control corruption and misappropriation of funds.
- Direct future sectoral development on the basis of the lessons learnt in the past.

The sectoral strategy mentions that, principally, all the important institutional stakeholders should play a leading role in the field of rural water supply and sanitation. The major stakeholders and their roles are presented as under:

- The main role of National Planning Commission (NPC) is to incorporate sectoral plans in comprehensive national development process for orientating it towards national development targets and to monitor its progress.
- The main role of Ministry of Finance (MOF) is to allocate budget, release it and monitor its expenditure for achieving national development targets.
- The main role of Ministry of Physical Planning and Works (MPPW) is to formulate sectoral policy and plan and to monitor them.
- The main role of Department of Water Supply and Sewerage (DWSS) is to provide technical support in the rural water supply and sanitation sector.

- The main role of Ministry of Local Development (MLD) is to assist in the overall development works of the districts and villages by providing technical skills in line with the process of decentralization.
- The main role of District Development Committee (DDC) in rural water supply and sanitation sector is the formulation and management of district level plans (through district periodic development plans) and to co-ordinate with other sectoral activities.
- The main role of Water Supply and Sewerage Division Office is to support in the implementation of water supply and sanitation projects in the absence of the Water Supply and Sewerage offices in the district or such unit/office has not been created within District Development Committees.
- The main role of Village Development Committee (VDC) in rural water supply and sanitation sector is to enhance coordination at the community level.
- Since the communities represented by water user and sanitation committees (WUSCs) are the greatest beneficiaries of water supply and sanitation facilities they will confer benefits on the community through their participation in plan formulation (by availing the co-operation of supporting institutions), construction, management and operation, repair and maintenance of such facilities. It is the duty of the user to operate

and maintain the water supply system with full responsibilities to derive full benefits out of the system.

- The main responsibility of NGOs and CBOs is to assist the community in the formulation and implementation of projects and to manage funds relating to such programmes themselves; to experiment and evaluate the revised implementation processes; to evaluate them and also to participate in the rural water supply and sanitation policy formulation on the basis of these experiences.
- The main role of PSOs is to provide, as partners, specific types of technical assistance of high standard and quality when such assistance is not possible from the government and non-government sectoral organisations.

2. Institutional Structure

In order to improve the institutional structure of rural water supply and sanitation sector, based on this action plan, and in keeping with HMG's commitments to policies relating to decentralization and rural water supply and sanitation services, the sectoral institutions will play their roles in a new way. In order to use the resources available in this sector most efficiently, this Action Plan recognizes the role of the local self-government in rural water supply and sanitation sector, it

maintains the policy level and plan related role of MPPW as well as strengthens the facilitating role of DWSS. In addition to this, increased formal participation of NGOs and the active implementational role they play in the implementation of rural water supply and sanitation projects will help to make the sectoral policy formulation more effective.

3. Availability and Selection of Site

With a view to making the results of the changes envisaged in the Tenth Plan reach only the targeted population; attention has been focused on the choice of the project site to ensure that the service delivery coverage of the project is expanded. It is assumed that there will be no politicisation, but such selection will be based on people's aspirations and also as per the priority of the district, if the site/ project selection is made on the basis of set criteria of site selection. The objective is the creation of a transparent, reasonable and easily adoptable process for addressing more effectively both types of needs like new construction works and reconstruction work. It is also to select the target project site more carefully (district, village and project level) and to expand the coverage of water supply and sanitation facilities.

4. Suitable and Cost- Effective Technological Options

Rural water supply and sanitation sectoral strategy places the responsibility of rural water supply and sanitation project

formulation and implementation to the communities themselves. The communities should be able to fully assess the difference between the technological options (alternatives) of available water supply and sanitation services, the service cost, the quality of drinking water and the advantages of result-oriented health services. The under mentioned components have also been included in the activities designed to raise awareness and improve decision-making capacity at local level.

5. Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

This Action Plan has prepared a sketch (blueprint) of activities designed to assist government policies of poverty reduction and increase opportunities to people living in remote areas and facing abject poverty, and women and backward sections as well as to develop ways of providing help to the communities that have traditionally been deprived of their rights so that they get access to rural water supply and sanitation services and ensure their equitable participation in plans. These objectives will be achieved through sensitivity and awareness raising trainings for the inclusion of such groups and through the provision of sectoral implementation process.

6. Health, Hygiene and Sanitation

Recognizing the need for effective health, hygiene and sanitation needs to realize the health related advantages resulting from rural water supply and sanitation facilities, this Action Plan

purports to include behavioral changes relating to environment, health, hygiene and sanitation and, with a view to ensuring that the resources required for this purpose are adequate, easily available and are being effectively used, it expands activities to health, hygiene and sanitation.

7. Financial Aspects

In order to maximize the achievements from rural water supply and sanitation activities, effective use of available financial resources and local means and resources should be mobilized and used for the formation of co-financing mechanism and monitoring and evaluation. This Action Plan will be focused on ensuring that communities get additional aid for consolidating sectoral monitoring and for implementing new community construction policy.

8. Legal Aspects

This Action Plan is contributory to government commitment to decentralization policy and poverty reduction. The legal aspect of the Action Plan integrates water resource problems and issues that give a formal shape to sectoral policies, amendments to the sectoral rules and processes accountable to decentralization and consolidation of WUSCs.

9. Environmental Aspects

This Action Plan underscores the environmental aspects of all levels of plans and their implementation and consolidates them according to rules and policies to ensure the execution of development works.

Role and Responsibilities of Major Institutional Stakeholders

To maintain the available water supply and sanitation services and spell out the institutional aspects in the changed context, the role and responsibilities of the major institutional stakeholders mentioned earlier will be as follows:

1) NPC will perform the following functions:

- i. Review the rural water supply and sanitation policies drafted by MPPW and recommend to the Cabinet Secretariat for approval of such policies.**
- ii. Effect co-ordination between the MOF and MPPW with regard to sectoral investments relating to rural water supply and sanitation services.**
- iii. Include sectoral plans relating to rural water supply and sanitation in national development plans.**
- iv. Review the monitoring and evaluation reports on rural water supply and sanitation sector and incorporate the significant achievements in national plan formulation process.**
- v. Take lead in the participatory preparation of the sectoral objectives and targets of long-term rural water supply and sanitation. And**

- vi. Link these objectives and targets with national budget allocation.

2) MOF will perform the following functions:

- i. Give a final shape to economic programme and budget keeping in view the presently available economic resources available at the sectoral level.
- ii. Establish a mechanism to assist in the timely release of the sectoral budget to the appropriate level of local body. And
- iii. Sign agreements related to rural water supply and sanitation services with bilateral and multilateral donors and aid agencies, which are in line with community based decentralization process.

3) MLD will perform the following functions:

- i. Assist DDCs to establish branch (unit) offices of rural water supply and sanitation and to conduct training and to provide assistance as per the provisions of Local Self-Government Act.
- ii. Act in co-ordination with MPPW to remove the duplication in the functions of District Technical Office and District Water Supply and Sewerage Division Office in order to provide water supply and sanitation services at the community level.

- iii. Effect co-ordination at the time of evaluating and monitoring the sectoral development reports on rural water supply and sanitation and to translate the best conduct and lessons learnt earlier to determine the respective functions of MPPW and MLD and the function of addressing policy issues. And
- iv. Establish effective modalities for investment and co-ordination in rural water supply and sanitation sector in co-ordination with MPPW and the DDCs.

4) MPPW will perform the following functions:

4.1 Institutional Structure

- Establish and chair a permanent sectoral stakeholder group (SSG) which includes government organisations, NGOs as well as PSOs in order to assist sectoral policy formulation and information dissemination.
- Prepare a national rural water supply and sanitation policy relating to the service standard and availability of water supply and sanitation, the choice of the technology and its use, standards relating to the quality of water, change in hygiene and sanitation behaviour, research and development based on public-private partnership, rural water supply and sanitation reconstruction, human resource development, and monitoring and

evaluation. It is also to make improvement in the policy components.

- Consolidate the process of data collection, monitoring and evaluation of efforts relating to sectoral activities, their achievements and impacts.
- Set up a suitable mechanism in co-ordination with MLD to provide water supply and sanitation services to all the rural communities while at the same time expressing support for the points and policies of decentralization.
- Work in collaboration with MLD to remove the present duplication in the functions of District Technical Office/s and Water Supply and Sewerage Division Office/s while implementing rural water supply and sanitation services at the community level. While doing so, special attention to be paid to the present policy of assigning the task of providing water supply and sanitation services to the community with population below 1,000 by the district technical office and to communities larger than this size by the DWSS through Water Supply and Sewerage Division office/s.
- Work in co-ordination with MLD for determining the respective roles of MPPW and MLD with a view to initiating suitable working procedures in

the light of the lessons learnt in the past and agree upon the role of each other with respect to the progress monitoring and evaluation of the sectoral development works of rural water supply and sanitation activities.

- Establish effective methods of achieving investment and coordination of rural water supply and sanitation sectoral agencies operating at the district level or below it and to work in collaboration with MLD and DDCs to achieve it.
- Prepare a national sectoral development plan based on periodic district development plans. And
- Establish (set up) Water Supply and Sanitation Monitoring and Evaluation Branch within MPPW.

4.2 Availability and Selection of Site

- Review the standards used to attract sectoral development investment from time to time, to review the concerned sectoral development statistics and to update statistics and to identify the districts with additional sectoral needs.
- Provide assistance to MLD in reviewing the proposed district and project selection criteria. And change it according to needs, to get formal approval of HMG and to encourage the sectoral

stakeholders to include the criteria in their programmes.

- Lead the stakeholders in preparing the policy, action plan and performance indicators to address the proposed rural water supply and sanitation rehabilitation policy. And
- Ensure that 20% out of the national budget meant for rural water supply and sanitation grant of the fund is allocated to the rehabilitation and repair of the existing water supply system.

4.3 Suitable and Cost- Effective Technological Options

- Lead the participatory development of national programme of water supply quality surveillance, examination and awareness enhancement. And
- Make efforts in formulating national quality *standard for drinking water and approve it.*

4.4 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

- Perform the following activities for getting the approval of HMG for the recurrence of Clause 4.9 (Gender Equality and Service Development) of Drinking Water Policy, 1998:

- To ensure inclusion based on the proportional representation of different castes and ethnic groups as well as 50% representation based on gender criteria in the formation of water user and sanitation committees.
- To ensure the necessary contribution of the community to elicit the contribution of community members with extreme poverty keeping in view poverty based problems like the payment to 50% unskilled labour below set standards, physical assistance to construct toilets and assistance to poor families of communities of remote regions.
- To ensure the implementation of clear and transparent criteria to identify the families of the community with abject poverty.
- Develop criteria for the selection of competent NGOs, CBOs and PSOs for mobilizing communities on the basis of gender, caste and racially sensitive issues. And
- Work in co-operation with MLD to assist men and women especially of communities with high incidences of male migration (elsewhere) to ensure their access to paid jobs to the extent possible through vocational trainings as well as to

consolidate gender and poverty focused programmes of DDCs.

4.5 Health, Hygiene and Sanitation

- Revise the draft document of 'Sanitation Policy 2002' in collaboration with MOH, MOF, UNICEF and sectoral stakeholders ensuring the following considerations:
 - To incorporate health, hygiene and sanitation awareness and reform activities in all water supply reconstruction projects.
 - To establish school hygiene and sanitation section in line with the sectoral strategy.
 - To make provision for school sanitation and hygiene education package in the budget estimate of the schools in water supply and sanitation project areas, to implement it compulsorily and to augment the sanitation (quality) of school catchments areas. Likewise, to improve the sanitation habits of children not going to school with the help of school going children (child to child method).
 - To promote sanitation in the community through non-formal education methods.

- Conduct periodic impact evaluation of health, personal hygiene and sanitation activities and ensure the implement of necessary recommendations of such evaluation reports.

4.6 Financial Aspects

- Prepare a common manual for the monitoring of rural water supply and sanitation sector, to monitor and evaluate the sectoral work performance and, to link budget allocation to the results of programmes to the possible extent.
- Ensure practical administrative efforts to take investment to the lowest strata through the use of most efficient method of direct investment flow.
And
- Prepare annual reports of projects run by various projects and update project unit cost study report. This study should include:
 - a) The demand cost survey of water supply and sanitation hardware,
 - b) The unit cost analysis of rural water supply and sanitation system fixed by different sectoral organizations (District Water Supply and Sewerage Division Office, district technical office, NGOs, Community Based

Water Supply and Sanitation Project funded by the Asian Development Bank etc.), and

- c) The cost of software aid (such as institutional training, community sanitation and hygiene awareness programme, etc.) to evaluate the cost-effectiveness of various service delivery organisations. This will facilitate the comparison of project unit cost of various agencies in making future project construction more economical.

4.7 Legal Aspects

- Work in co-operation with Ministry of Water Resources (MWR) and other ministries in order to amend existing rules in line with (amenable to) Local Self-Government Act.
- Work in co-operation with MWR to draft a transparent, just and effective manual to resolve disputes relating to the distribution of drinking water and drinking water rights.
- Work in collaboration with other organizations to approve of national drinking water quality standard and facilitate its implementation.
- Give a final shape to the 'Sanitation Policy, 2002' which has been revised according to sectoral

strategy. Also recommend and forward it for approval.

- Work in collaboration with the MWR, Ministry of Population and Environment (MOPE) and local agencies to prepare and implement a legal structure for extracting (drawing) and preserving ground water.

4.8 Environmental Aspects

- Ensure the adequate consideration (inclusion) of environmental concerns in the national policies and environmental manuals related to water supply and sanitation sector. And
- Collect background information on environmental problems from all the stakeholders and disseminate it.

5. DWSS will perform the following functions:

5.1 Institutional Structure

- Develop capacity as a facilitator of rural water supply and sanitation services by providing high quality (safe) rural water supply and sanitation service.

- Manage an M&E mechanism by developing a participatory leadership capability for the M&E of water and sanitation facilities.
- Gradually reduce (on phase wise basis) its role in direct implementation, operation and, repair and maintenance of water supply and sanitation projects. And
- Provide concrete technical assistance to community and other helpful (support) organizations in formulating and implementing rural water supply and sanitation projects.

5.2 Availability and Selection of Site

- Design district water supply and sanitation profile and help DDCs in preparing such profiles, as far as it is possible, through the appointment of necessary technical associate organisations. And
- Prepare a manual in order to provide rural water supply and sanitation services to public spots, schools, and health posts, army posts, border police posts, government offices etc.

5.3 Suitable and Cost- Effective Technological Options

- Develop a suitable and cost- effective rural water supply and sanitation design manual with technological options (alternatives) elaborating on the advantages and disadvantages, cost, M&E of projects constructed for user groups. Such materials will be distributed to DDCs and VDCs after getting translated into major languages for propagation.
- Ensure the provision of training in user-oriented catalogue to organisations, which assist the staff of DDCs and the villages that select such technologies.
- Assist in the development of techniques (standards) of monitoring external technology and auditing by experts and also monitoring by the community itself.
- Coordinate the programmes relating to the fixation of quality standard to remove arsenic contamination in water with the help of other sectoral stakeholders.

5.4 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

The responsibility of DWSS will be to supervise the under- mentioned activities in consultation with sectoral stakeholder groups:

- To evaluate the present methods relating to sanitation support and unexpiring fund activities and develop manuals that ensure the equitable access of deprived men, women and children to low- cost toilets.
- To develop workshops, seminars and training programmes in order to increase awareness on processes that are based on gender, caste, race and ethnicity for participation in rural water supply and sanitation activities. Co-operation of DDCs and VDCs will be sought to mobilise such programmes.
- To run training programmes based on gender, caste, race and ethnicity for running the programmes through Central Human Resource Development Unit (CHRDU) for the staff of water supply and sanitation sector and for DDCs, VDCs and other organizations of HMG.
- To co-ordinate with other agencies to incorporate income generating activities within rural water supply and sanitation projects.

- To search for alternative processes of highly flexible and cheap water tariff for poor men and women.

5.5 Health, Hygiene and Sanitation

DWSS will perform the following tasks in co-operation (partnership) with experienced and competent NGOs and PSOs or get it done on contract:

- To get Sanitation Master Plan prepared and implemented by early 2005 in coordination with other stakeholders.
- To promote, through basic sanitation package, sanitation in projects or communities where water supply and sanitation projects have been implemented or where repair and maintenance has started. The suggestions received from time to time from different levels will be revised at the time of executing this package and the stakeholders will be encouraged to implement it.
- To organise seminars annually with the participation of DWSS, its offices, stakeholders, NGOs and donor agencies with the intention of providing assistance to sanitation programme formulation, resource mobilization and implementation through which the experience

relating to knowledge, skill and technology existing among stakeholders can be shared.

- To ensure the implementation of health, hygiene and sanitation activities in communities and schools.
- To prepare a report on the basis of comparative analysis of investments in different project construction hardware and public awareness enhancement software in different sanitation promotion projects and ensure that there is sufficient budget, if there is insufficient budget in public awareness promotion software.
- To conduct a National Sanitation Week as a campaign every year at the national level in order to promote the importance of sanitation at political, policy formulation and implementation levels and to raise awareness on health, hygiene and sanitation at the people's level.
- To disseminate a clear, concise and easily adaptable community awareness programme and manual which can create the demand for health promotion and sanitation facilities.
- To prepare manual on the effectiveness of health and sanitation evaluation, distribute it to stakeholders and get it implemented.

- To ensure the inclusion of health, hygiene and sanitation activities in all water supply rehabilitation projects.
- To develop convenient types of indicators to evaluate the effectiveness of health and sanitation activities and evaluate at the implementation level.
- To make arrangements rewarding different individuals, organizations, VDCs, municipalities and DDCs, etc. that make remarkable contribution at different levels in the field of sanitation.
- To discourage the practice of open defecation and encourage the community to develop a model of total sanitation in the concerned project and reward best practices.
- To prepare special types of packages, considering the usefulness of the manure obtained from eco-san toilets for crops, which is necessary to get it implemented with stakeholder participation so as to promote sanitation through this technology among farmers and economically backward communities.

5.6 Financial Aspects

- Prepare a water tariff manual in consultation with stakeholders for implementation by WUSCs.

- Review financial training packages for WUSCs accountant and persons responsible for record management and update it.
- Assist in the formulation of service manuals for contract/negotiations/tenders to avail the services of service agencies or cooperating (supporting) organisations by the community at local level on contract and at district level through tender/contract related to rural water supply and sanitation construction.
- Analyse the project unit cost and the per person cost of beneficiaries for the purpose of making comparative analysis.
- Ensure during the project period of water supply projects, at least 75% of the households will construct toilets for which budget allocation at the rate of Rs. 1,000/- per household. Out of this amount 50% will have to be spent on community capacity enhancement/ awareness raising programmes and 50% will have to be allocated to the management of revolving fund for the construction of toilets, waste disposal pits and waste water absorbing pits.
- Ensure that Water Supply and Sewerage Division/ Subdivision Office/s allocate 10% of the total annual budget for running sanitation programmes

in places where water supply projects have been completed (and ownership transfer has taken place) or places where water supply projects have run or in other places.

- See that once sanitation programme based on cost estimate, total hardware/ software completion programme will be made during the first 3 years, budget will be demanded accordingly and work will be performed after the budget is sanctioned. The activities included in the work programme and budget will be taken as guideline for implementation from the current fiscal year (2003-2004) onward.

5.7 Legal Aspects

- Make review of model constitution and rules in order to ensure the completion (formation) of WUSCs and
- Disseminate among sectoral stakeholders the changed provisions recommended by model constitution and rules.

5.8 Environmental Aspects

- Prepare (make draft) a manual of environmental inspection and evaluation for use by District

Technical Office/s Water Supply and Sewerage Office/s and make available to these offices.

6. DDCs will perform the following functions (in co-operation with Water Supply and Sanitation Office/s Water Supply and Sanitation Divisional Office/s):

6.1 Institutional Structure

- Take leadership in district level participatory plans with the active participation of the DDC of the area.
- Develop a mechanism to get groups formally involved in projects in an equitable way on the basis of gender, caste and ethnicity and get gender awareness improved with the help of trained staff.
- Monitor the performance of the project according to the monitoring and evaluation manual and also monitor/measure its effects.

6.2 Availability and Selection of Site

- Give priority to probable water supply and sanitation projects in keeping view with the sectoral strategy and established project selection criteria of rural water supply and sanitation.

- Include rural water supply and sanitation projects that have been selected in the periodic district plans and are prioritised as per the updated list of annual district plan.
- Introduce the system of becoming a shareholder in water supply and sanitation services by establishing a mechanism for all new public buildings.

6.3 Suitable and Cost- Effective Technological Options

- Assist VDCs and communities in selecting technological options (alternatives) at the time of applying for projects (at the time of using technological option catalogue).
- Review pre-feasibility study and environmental aspects through field visits.
- Sign contracts for conducting feasibility study and include the evaluation of technical options.

6.4 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

- Select appropriate and competent NGOs/PSOs with the objective of providing assistance to project implementation in areas like reduction of illiteracy, ethnic-linguistic prohibition, gender,

caste and ethnically sensitive community mobilization, training on the formation of WUSCs and management training, etc.

- Propagate a pro-poor assistance manual based on revised water supply policy in VDCs, NGOs and PSOs.
- Distribute promotion materials (posters/brochures) to VDCs to ensure that the stakeholders have been well informed about the criteria of available rural water supply services and project competence.
- Start effective monitoring of WUSCs in the participatory self-monitoring system to ensure extreme transparency in all the activities run through NGOs/PSOs.

6.5 Health, Hygiene and Sanitation

- Ensure that Water Supply and Sewerage Division/ Sub-division Office/s allocate 10% of the total annual budget for running sanitation programmes in places where water supply projects have been completed (and ownership transfer has taken place) or in other places where water supply projects have not been run or in projects which have been completed as basic sanitation package or in other places.

- Ensure that health, hygiene and sanitation programmes are being co-ordinated with water supply and sanitation programmes at the implementation level so that their timely completion can be assured.
- Also sign contract/s with NGOs/PSOs, which complete trainings as part of rural water supply and sanitation service packages.
- Use the monitoring and evaluation manual to examine the completion of health, hygiene and sanitation training to evaluate/measure the knowledge as well as the change in the sanitation and hygiene behaviour of men, women and children.

6.6 Financial Aspects

- Set up the process of public presentation and promotion of transparency as well as to ensure timely allocation of investment for rural water supply and sanitation programme.
- Contribute to DDC fund share available for co-investment with rural water supply and sanitation projects and maintain their records.
- Sign contract/s with NGOs/PSOs to ensure the provision of sufficient financial training to WUSCs.

- Provide the available co- investment fund for rural water supply and sanitation construction works and maintain records. And
- Ensure the availability of community contribution (cash and kind) before the release of the construction fund.

6.7 Legal Aspects

- Establish a mechanism to ensure the participatory solution of the possible drinking water disputes (bill payment, service standard, etc.), which may arise during and after the completion of the project through the use of manual prepared by the District Water Supply and Sewerage Office/s.
- Prepare a simple and transparent process for registration of WUSCs and supervise them.
- Assist the community in establishing (forming) WUSCs with the co-operation of NGOs/PSO. And
- Help communities to solve sectoral disputes relating to water supply.

6.8 Environmental Aspects

- Supervise district level review of environmental inspection/ evaluation.

- Include environmental inspection/ evaluation while contracting out feasibility study.

7. VDCs will perform the following functions:

7.1 Institutional Structure

- Take the lead of participatory projects at the village level with the active participation of NGOs/ PSOs/CBOs and WUSCs (if such WUSCs exist).
- Recommend WUSCs to get registered under District Water Resources Committee.
- Supervise the construction work of rural water supply and sanitation projects.
- Assist WUSCs to collect cash and ensure their kind contribution, as per the need.
- Establish a construction fund and contribute cash to it.
- Contribute a specified share of rural water supply and sanitation construction cost within the district.
- Monitor and evaluate the training of Village Maintenance Workers (VMWs). And

- Provide assistance to WUSC after construction, to the extent it is possible to do so, within the resources and prioritization.

7.2 Availability and Selection of Site

- Propose inclusion of its projects in the district priority list and plead in its favour and
- Fill up pre-feasibility study checklist together with notices relating to project selection criteria necessary to present to the DDC with the intention of placing priority to probable projects out of all the proposed projects for district development programme.

7.3 Appropriate and Cost- Effective Technological Options

- Make provision for the availability of probable information relating to resources to evaluate the technological options (alternatives).

7.4 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

- Participate in training programmes that promote awareness based on gender, caste and ethnicity in rural water supply and sanitation and to plan, co-ordinate and monitor gender, caste and ethnically

sensitive community mobilization implementation in an effective way.

- Acquire promotional materials (posters/ brochures) prepared for information dissemination on projects of the DDC and to take responsibility of distributing it in the community, schools, health posts, etc.

7.5 Health, Hygiene and Sanitation

- Assist in identifying the participants to health, hygiene and sanitation trainings (village health workers, health post staff, school teachers, community leaders, etc.) and
- Assist in the effective monitoring and evaluation of health, hygiene and sanitation programmes.

7.6 Financial Aspects

- Assist to ensure that community contribution has been made prior to construction for the purpose of construction, monitoring and evaluation.
- Ensure that the capacity of the WUSCs to operate the fund and bear accountability towards assistance provided by NGOS and PSOs is sufficient and monitor it.

- Contribute available fund share for co-investment in the project construction and maintain its record.

8. NGOs/PSOs/CBOs will perform the following functions:

8.1 Institutional Structure

- Provide assistance to VDCs and villages and make able to work in consultation with the local community to identify their needs and incorporate them in keeping with the project selection criteria and the priority of the DDC.
- Take lead in assisting WUSCs with technical, software and all other types of village level trainings in the process of implementation of rural water supply and sanitation works.
- Conduct sectoral as well as impact evaluation of rural water supply and sanitation project implementation process on a regular basis through examination of technical and social inspection in co-operation with the civil society.
- Provide assistance to communities with the help of DDC to repair existing projects and those to be repaired after construction. And, assist WUSCs to establish district level and/ or national level federations.

- Co-ordinate sectoral stakeholders at the national level as a member of their group to avoid duplication in participation and co-ordinate the projects and approaches of DDCs/VDCs. And,
- Assist MPPW as well as other policy formulating agencies in preparing and implementing sectoral monitoring and evaluation mechanism in an effective way.

8.2 Availability and Selection of Site

- Assist DDCs in prioritising water supply and sanitation programmes, collecting statistics for the use of DDCs and preparing or updating the list of sectoral programmes for the formulation process of District Development Plan/s.

8.3 Suitable and Cost- Effective Technological Options

- Provide training on the application of the "Design Catalogue" prepared by the DWSS in order to facilitate the stakeholders in making an appropriate choice among the available technological options in terms of cost and service availability through consultation with all communities directly involved in the programmes at community level.

- Promote basic drinking water quality inspection within local organizations, schools, VDCs and communities through the use of simple way of applying "HS strips" and also promote community awareness on the quality of drinking water.
- Promote awareness on arsenic problems, availability of technology, alternative technology and appropriate solutions to remove it on a door-to-door basis. And
- Co-operate with sectoral organizations to develop and implement quality surveillance of drinking water.

8.4 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

- Ensure that the SSG will assist MPPW in the review and revision of rules and regulations for the formation of WUSCs.
- Ensure that the SSG will assist MPPW in formulating guidelines for the rural water supply and sanitation projects on inclusion of gender, caste and ethnicity.
- Provide assistance to the sectoral institutions of the government in promoting the participation of

socially excluded groups and also assist in addressing gender issues.

- Conduct trainings and workshops to promote participation in rural water supply and sanitation activities as well as to promote awareness on gender, caste and ethnicity. And
- Make recommendations on methods of effectively linking (integrating) rural water supply and sanitation programmes with the existing income generating activities.

8.5 Health, Hygiene and Sanitation

- Provide training on health, hygiene and sanitation as per UNICEF programme manual, and assist in diarrhoea reduction programmes in partnership with the public sector (e.g., promotion of hand washing practice as public- private partnership). And
- Provide educational services that make (establish) an impact of health, hygiene and sanitation programmes.

8.6 Financial Aspects

- Discuss with males and females of the community about the capital cost of technological options, cost of monitoring and evaluation and use water tariff manual for deciding on the charges (tariff) of initial (basic) drinking water.
- Complete the task of financial evaluation of the proposed rural water supply and sanitation facilities.
- Prepare a manual on financial/ accounting/ documentation and report preparation for the use of WUSCs and DDCs and provide them necessary training/s. And
- Contribute in the preparation of a manual on water tariff for the use of WUSCs.

8.7 Environmental Aspects

- Conduct environmental examination/ assessment for internalizing the environmental aspects in planning and implementation and prepare manual based on the examination/assessment. And

- Promote environmental awareness among communities and implement environmental management plans.

9. Communities and WUSCs will perform the following functions:

9.1 Availability and Selection of Site

- Identify the needs of the community and request for their inclusion in District Development Plans.
- Take the lead role of construction and implementation works including the procurement of external technical and managerial support and rural water supply and sanitation facilities made available from concerned (sectoral) aid agencies.
- Assist in speedy (timely) registration of WUSCs as per the existing laws and rules (Water Resources Act and Water Supply Regulations) and assist in the formation of WUSC Federation.
- Prepare, with the assistance of NGOs/PSOs, a community action plan that elaborates on the plan implementation phases and the role and responsibilities of all participants (stakeholders) and agree on such action plan.

- Make arrangements for the selection and training of VMWs.
- Promote interpersonal relationship on the basis of equity and technically feasible grounds.
- Conduct participatory community based monitoring and self- monitoring by the community itself based on the M&E manual and formally accept the ownership of implemented projects.
- Collect data/information and submit report in order to assist the DDC and facilitate national level M&E.

9.2 Suitable and Cost- Effective Technological Options

- Provide information on the need-based rural water supply and sanitation facilities and services on the basis of willingness to pay and cost-effectiveness and formally agree upon the construction of such projects. And
- Ensure that the teams performing, pre-feasibility study, feasibility study and detailed engineering design should fix modalities for community

demands, technological options, service area coverage (ensuring that even the deprived section of the society gets access to water supply and sanitation services), water supply reservoir, positioning of public (community) and private taps and the contribution and assistance in labour and kind.

9.3 Strengthening Participation Based on Gender, Caste and Deprived Ethnic Community

- Form WUSC as per the guidelines on gender, caste and ethnic community.
- Ensure the inclusion of (coverage) and addressing to water supply needs of all sections of the community.
- Select male/s and female/s for the provision of technical training as VMWs and other masonry works like toilet construction and provide them paid jobs. And
- Maintain records of the WUSCs in order to ensure that there is continued adherence to the principles relating to gender, caste and ethnicity (e.g., the

proportional representation of deprived groups in the WUSCs).

9.4 Health, Hygiene and Sanitation

- Actively participate in centralised community school programmes specifically to promote health, hygiene and sanitation.
- Participate in the periodic and participatory evaluation programmes on health, hygiene and sanitation as well as in behaviour change programmes.

9.5 Financial Aspects

- Contribute a minimum of 20 percent of water supply hardware cost component with at least one percent as cash and rest as local metrical and labour contribution.
- Take (bear) responsibility of total cost, operation, maintenance and repair of rural water supply and sanitation facilities and maintain an open register to demonstrate the equitable tariff payments from water supply users.

- Make 20 percent contribution towards the construction cost of institutional latrines (schools, health posts etc.).
- Collect one year's operation, repair and maintenance cost prior to signing contract for the construction of water supply project.
- Bear additional cost in full, prior to the beginning of project construction, in case the standard of water supply and sanitation services to be provided is more than the set standard of the DWSS (i. e. more than 45 l/c/d).
- Maintain and regulate a project construction account in cooperation with NGOs/PSOs as co-signatories in providing assistance for the construction of the project. Such account can be inspected by:
 - a) Any member of the community making up-to-date contribution,
 - b) VDC Chairperson, and
 - c) Accountant of the DDC.
- The account for repair and maintenance fund created by the WUSCs can be inspected by:
 - a) Any member of the community making up-to-date contribution,

- b) VDC Chairperson, and
 - c) Accountant of the DDC.
- Provide/contribute after project completion, the amount agreed in the community action plan, on a regular basis.

9.6 Legal Aspects

The communities and WUSCs will perform the following functions:

- Establish WUSCs as per the law. And
- Cooperate/assist the communities in forming/establishing WUSCs as deemed necessary by Water Resources Act.

9.7 Environmental Aspects

The communities and WUSCs will perform the following functions:

- Comment, participate and contribute through *open consultation* on environmental examination/assessment evaluation that is mandatory for the approval of the project.

